

Permit and Development Review (PDR) is responsible for providing engineering plan, subdivision plat, development plan, and building permit reviews, subdivision construction inspection, site planning, and flood plain administration. PDR also serves as staff liaison to the City Planning Commission, the Summary Committee, the Board of Adjustment, the EZC (Extraterritorial Zoning Commission), the EZA (Extraterritorial Zoning Authority), the Capital Improvement Advisory Committee, and the Construction Industry Advisory Committee.

2002/03 Operational Highlights:

- Instituted “over the counter” and 24-hour turnaround for small residential project building permit reviews.
- Implemented a ten-day turnaround for post development approval reviews.
- Developed a collaborative planning program in conjunction with Santa Fe County.
- Established the Water Budget Administrative Office to give the building community the opportunity to build during the drought and make way for new water demand by retrofitting toilets, resulting in water savings.

2003/04 Goals and Objectives:

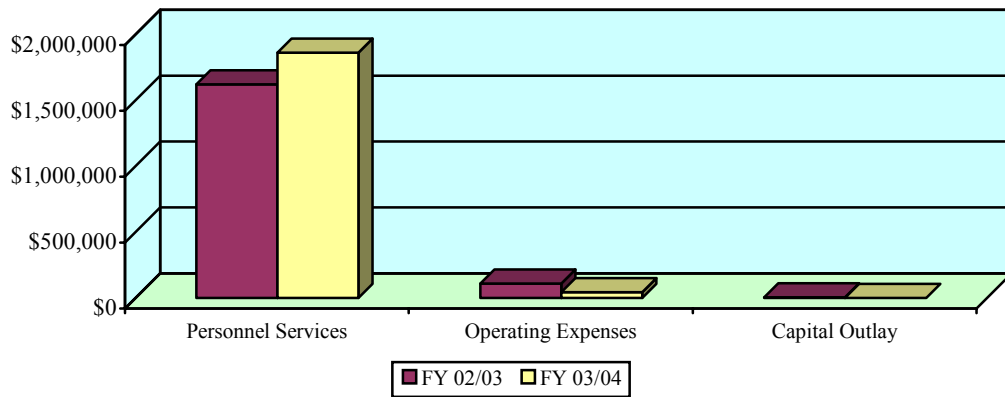
- Implement the Community Development Land Parcel Management Program, a computer system that will enable greater access to information, including plat conditions and geographic information systems (GIS) data, thereby improving the division’s efficiency and effectiveness.
- Complete adoption, implementation and enforcement of the proposed Terrain and Stormwater Management Regulations.
- Continue to refine the building permit system and development review processes to expedite these processes and provide smoother case management.
- Formalize a policies and procedures manual to assure consistent code interpretations and policies.
- Continue to work with the Planning Division on substantive revisions to Chapter 14 of the City Code.
- Assist in the implementation and enforcement of the federally-mandated Clean Water Act/National Pollution Discharge Elimination System (NPDES) Phase 2 requirements.

Budget Commentary:

For FY 2003/04, the General Fund operating budget for Permit and Development Review includes the salaries and benefits for 30 positions. Also included are operating expenses associated with permit and development review activities. Major expenses include salaries/benefits and a \$10,000 appropriation to pay for software development for the Water Budget Administrative Office Retrofit Program.

<u>POSITION/CLASSIFICATION</u>	<u>FY 02/03 ACTUAL</u>	<u>FY 03/04 BUDGET</u>
Permit & Development Review Division Director	1 – CLFT	1 – CLFT
Administrative Assistant	1 – CLFT	2 – CLFT
Administrative Secretary	1 – CLFT	1 – CLFT
Building Permit Operations Manager	1 – CLFT	1 – CLFT
Building Permit Specialist	3 – CLFT	3 – CLFT
Building Permit Expeditor	1 – CLFT	1 – CLFT
Building Permit Supervisor	1 – CLFT	1 – CLFT
Building Plan Reviewer	3 – CLFT	3 – CLFT
City Land Management Specialist	1 – CLFT	1 – CLFT
Clerk Typist	0 – TCF	1 – TCF
Database Specialist	0 – TCF	1 – TCF
Engineer Supervisor	1 – CLFT	1 – CLFT
Engineer Technician Senior	2 – CLFT	2 – CLFT
Permit Technician	1 – CLFT	1 – CLFT
Planner	1 – CLFT	1 – CLFT
Planner Senior	4 – CLFT	4 – CLFT
Planner Supervisor	1 – CLFT	1 – CLFT
Planner Technician Senior	1 – CLFT	1 – CLFT
Project Manager	0 – CLFT	1 – CLFT
Special Projects Administrator	1 – CLFT	1 – CLFT
Zoning Review Specialist	<u>1</u> – CLFT	<u>1</u> – CLFT
TOTAL:	26	30

EXPENDITURE CLASSIFICATION



	FY 02/03 <u>REVISED</u>	FY 03/04 <u>APPROPRIATION</u>
Personnel Services	\$ 1,620,810	\$ 1,860,099
Operating Expenses	111,398	44,523
Capital Outlay	<u>6,301</u>	<u>0</u>
 TOTAL:	 \$ 1,738,509	 \$ 1,904,622